

Off-Site Collection Form – State of Indiana

1-08

Midwest Toxicology Services is the third party administrator for the State of Indiana. Midwest manages all aspects of their drug testing program. All testing will be coordinated through them. Contacts at Midwest who can answer questions would include: Charlotte Ray, ext. 204 or Tiffany Ellefson, ext. 205 at 1-800-358-8450 or 317-262-2200.

EMPLOYER INSTRUCTIONS – FOR DESIGNATED EMPLOYER REPRESENTATIVE (DER):

When sending a person to a collection site for drug screening and/or breath alcohol testing, please do the following:

1. Complete this form.
2. Fax completed form to – Midwest Toxicology Services at 317-262-2222.
3. **Give copy of form to employee** to take with him/her to the collection site – this will help ensure the testing/collection is done correctly.

Who is sending this person to the collection site?

Name: _____ Phone: (_____) _____

Employee's Name: _____

If test is pre-employment – list the last four digits of SS#: XXX-XX- _____

All other test reasons – list the Employee ID: _____

Date Employee Sent to Collection Site: _____

Name of Collection Site: _____

Check & Complete All Applicable:

Agency Code _____ DNR Location _____ INDOT District/Subdistrict _____

Test Reason: (check one) Pre-Employment Return-To-Duty Follow-up
 Random Reasonable Suspicion Post-Accident

Type of Test: (check one) DOT Non-DOT

Test to be Performed: (check one) Drug Only Breath Alcohol Only Drug & Breath Alcohol

EMPLOYEE INSTRUCTIONS:

Take this form with you to the collection site noted above.

COLLECTION SITE INSTRUCTIONS:

1. If you have ANY questions or issues regarding the collection, contact Midwest Toxicology immediately at the numbers below!
2. Collection supplies for KROLL LABORATORY SPECIALISTS chain of custodies with Dr. Moffatt as the MRO have previously been shipped to you or employee may walk in with collection kit. Split collections should be performed. **Urine specimens should be shipped by DHL to Kroll Laboratory Specialists** at: 1111 Newton Street, Gretna, LA 70053.
3. **Billing reminder:** Invoice Midwest Toxicology Services, 603 East Washington Street, Suite 200, Indianapolis, IN 46204 for this urine collection or breath test.
4. **MRO/Employer paperwork:** FAX to 317-262-2222, then mail to MRO address on form.

If you have any questions, please contact Midwest Toxicology Services at 800-358-8450 or 317-262-2200, Ext. 204 (Charlotte); 330 (Mary); (333) Monday-Friday 7:30 a.m. - 5:00 p.m.